

ACADEMIC/FINANCIAL OPPORTUNITY CENTER COACH

Jewish Vocational Service seeks an **Academic/Financial Opportunity Center (FOC) Coach** to develop and modify coaching curriculum for BTC and FOC clients, deliver coaching and FOC services to participants, evaluate progress to goals, skill attainment and FOC outcomes.

The Academic/FOC Coach connects and forms strong and supportive relationships with low-income families from diverse backgrounds and ethnic communities. The Bridges to College Academic/FOC Coach will support students around college enrollment, financial aid enrollment, college navigation, financial planning, increased net income, increase net worth, increased credit score and the behavioral skills necessary for success in college and career.

The Academic/FOC Coach will provide ongoing financial coaching and guidance to help clients set and reach their financial goals. Financial coaching activities generally focus on goal setting, budgeting, credit repair and identifying opportunities to increase savings and income.

MINIMUM SKILLS AND QUALIFICATIONS (REQUIRED):

- 2-5 years' experience in counseling or training adults
- Knowledge of academic assessment and career decision making tools and resources required
- Familiarity and comfort with personal financial concepts and coaching
- Strong written and oral communication skills required
- Strong Microsoft Office Suite skills required
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Familiarity with career ladders and professional advancement protocols preferred
- Knowledge of adult learning theory a must
- Knowledge of community resources and web-based resources preferred
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently

EDUCATION REQUIRED: BA in Education, Human Services or other related field.

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

APPLICATION: Please send your cover letter and resume to resumes@jvs-boston.org. Please indicate the site where you saw this posting.